PRWeb INSTRUCTIONS
SUBMITTING PURCHASE REQUESTS (PR's)
(a/o 17Nov04)

These are step-by-step instructions for completing PRWeb's purchase request (PR) form before submitting to the Directorate of Contracting (DOC). Individuals originating purchase requests and all approving officials must be registered and approved in PRWeb. Please call Vivida Torre, phone #6586 or Rosanna Charles, phone #6689 if you are unsure of your status, or should you need assistance.

> ***NOTE:*** *The AcquiLine* ***PRWeb*** *module is a direct paperless channel between the requesting activity and the Contracting Office's Procurement Desktop-Defense* ***PD²*** *database.*

BEGINNING BASICS.
Go to AcquiLine PRWeb website: **http://155.219.113.20**. Click *LOGIN* Tab, enter your User name and password (**LOWERCASE**) then click *LOGIN* button.

NOTE:

a. Suggest you change your password. Click *PREFERENCES, CHANGE PASSWORD,* then enter your new password.
b. Suggest you go in and change your *Archive Days*. *Archive Days* reflect all PR's you have created within a specified number of calendar days. PRWeb defaults to 30 days. Once the 30 days have passed – you won't see PR's in your *Archive* folder. To increase your Archive Days click *PREFERENCES, CHANGE ARCHIVE DAYS,* then increase the number.

To create a purchase request: Click *PURCHASE REQUEST, NEW, PR FORM.* When *PURCHASE REQUEST – NEW* screen appears, follow instructions below.

P A R T O N E: PURCHASE REQUEST SCREEN

---

1. DESCRIPTION BLOCK: Enter BRIEF description of this request, preferably no more than what fits in the block, however - block will hold up to 60 characters.

2. PURCHASE REQUEST NUMBER BLOCK: All requisitions must have a six digit DODAAC (example: W1EC3G), followed by the Julian date (example: 4274), and a four-digit request number (0001). Document number must have a "-" (dash) between the DODAAC and Julian Date and between the Julian date and log number (e.g., **W1EC3G-4274-0001**). Use **UPPERCASE**.

NOTE:
"W1EC3G": The first four digits reflect the DODAAC for POM. The next two digits should be your hand receipt number.
"4274": The first digit should reflect the current calendar year (i.e. CY04=4, CY05=5, etc.). The next three digits reflect the Julian Date.

"0001": This number reflects the number of the PR for the day you create it. If you create three PR's on the same date, they would all have the same DODAAC and Julian Date but each would have its own number. EXAMPLE: Three PR's created on the same date = W1EC3G-4274-0001, W1EC3G-4274-0002, W1EC3G-4274-0003

3. DPAS PRIORITY RATING BLOCK: **LEAVE BLANK.**

4. PRIORITY BLOCK: Enter priority (numeric value 01 – 15).

NOTE: Any priority higher than 13 (i.e. 01 thru 12) requires a justification be attached with your purchase request.

MAIN FORM TAB:

5. REQUESTING OFFICE BLOCK: PRWeb automatically defaults to your address. If your address does not populate please call the following (in order of priority): POM - Vivida Torre #6586, Rosanna Charles #6689, or Fort Sill, Oklahoma – DSN 639-6769.

6. ISSUING OFFICE BLOCK: The automatic default is to Fort Sill, Oklahoma. You **MUST** change this address to reflect ACA, Presidio of Monterey, Directorate of Contracting. Click *DELETE, SELECT.* When the *ISSUING OFFICE ADDRESS SEARCH* screen appears, click radio button *CODE* in *SEARCH BY,* in *SEARCH CRITERIA* type in **W9124N**(use **UPPERCASE**), click *SEARCH* button, click *SELECT* button and the POM DOC office address will populate in the Issuing Office block.

7. SUGGESTED VENDOR BLOCK: To add a vendor, click *SUGGESTED VENDOR(S) ADD* button, the *VENDOR ADDRESS SEARCH* screen will appear, click *SEARCH BY* radio button that applies to how you want to search, enter your search data in the *SEARCH CRITERIA* block, click *SEARCH* button, click *SELECT* button and your vendor will populate in the *SUGGESTED VENDOR(S)* block. If you want to add more vendors, follow procedures above. USE **UPPERCASE** TO SEARCH. If the vendor is not in the system, add the vendor information (name, address, phone number, point of contact) in the *COMMENTS* block.

8. TYPE OF ACTION: **NO ACTION NECESSARY.** DOC will be responsible for filling this information out for you.

9. COMMENTS BLOCK: Enter additional information DOC may need to process your request. (Limited to 255 characters, suggest you use **lowercase**). You **MUST** first enter a Local Purchase Authority (LPA), then your name/phone number. Example of other data you would enter here: APC Code, ship to address(es), reference to attachments, vendor data, notice that vendor does not accept credit cards, alternate POC and phone number, reference to current/previous contract data, etc.

NOTE: AS THE ORIGINATOR OF THE PURCHASE REQUEST, YOUR NAME AND PHONE NUMBER WILL BE PLACED ON THE AWARD AS THE POINT OF CONTACT FOR RECEIVING REPORT DOCUMENTS. IF YOU DO NOT WISH YOUR NAME USED IN THAT CAPACITY, PLACE THE POC/PHONE NUMBER OF THE RESPONSIBLE PERSON IN THE COMMENTS BLOCK.

EXAMPLE: Receiving Report POC: John Doe, #5555

LINE ITEM TAB:

10. To enter a line item: From the menu click *LINE ITEM, NEW, CLIN.*

a. NUMBER. Computer generated - **DO NOT RE-NUMBER.**

b. DESCRIPTION. Enter BRIEF description. Text field holds up to 65 characters. If entering a PR against an existing contract, use the CLINs from that contract as description.

DETAIL TAB:

11. NSN: **LEAVE BLANK.**

12. DELIVERY DATE: Use this field if a product/service is to be delivered on a specific date. ONLY USE FIRST BLOCK – DO NOT USE OTHER 3 BLOCKS TO THE RIGHT. Click on calendar icon to obtain a calendar, select date. **DO NOT TYPE IN DATE.**

13. PERIOD OF PERFORMANCE: Use the *START DATE / END DATE* fields if a product/service is to be provided within a specific period. Click on calendar icon to obtain a calendar, select date. **DO NOT TYPE IN DATE.**

14. CLIN TYPE: Select type of CLIN. Informational CLINs can have Sub-CLINs. Priced CLINs **CANNOT** have Sub-CLINs.

15. EXTENDED DESCRIPTION: More detailed description of line item may be entered here. Up to 255 characters. Put period of performance/time/location/topic if a service, if a product: complete description, including part/model#, manufacturer, size, color, etc.

NOTE: Brand name or equal product description must include minimum requirements.

16. ITEM CALCULATION: Priced CLINs only.

a. QUANTITY: Enter number of items requested.

b. ESTIMATED UNIT PRICE: Estimated unit price of product/service.

NOTE: ONLY phone quotes/estimated prices for "budgetary/planning purposes" may be obtained by the requesting activity. Obtaining written quotes and conducting site surveys is the sole responsibility of the DOC.

17. PERIOD: **DO NOT CHANGE.** BASE is default. Leave "Opt. #" BLANK.

18. MILSTRIP: **LEAVE BLANK.**

19. UNIT OF ISSUE: Select appropriate unit of issue for item. (If unit of issue is not in drop down menu, contact Vivida Torre #6586, or Rosanna Charles #6689).

DESCRIPTION TAB: **DO NOT USE** THIS TAB.

FUNDING TAB: **DO NOT USE** THIS TAB.

SHIPPING TAB:

20. ADDRESS: Enter a ship to address by clicking on *SELECT*, then search and select your delivery address. If you have multiple locations to ship to - do a search (use **uppercase**) and select the following code: **POMSEE** to obtain a "See Schedule" address. Reminder: Multiple locations must be annotated in either CLIN/SubCLIN extended description, Comments, or as an attachment.

21. F.O.B.: Select from the drop down menu.

22. ADDITIONAL MARKINGS: Enter any required additional markings needed. (NOTE: DO NOT enter carriage returns in this block)

23. CHARGE SHIPPING TO: **LEAVE BLANK**. Vendor determines this.

24. HAZMAT: Enter any required hazardous material marking. (NOTE: Hazardous Material requires additional clearance and coordination prior to shipping)

25. SHIPPING MODE: Select mode of shipping for item. The vendor normally selects the shipping mode, unless it is a priority.

LOCAL INFO TAB: **DO NOT USE** THIS TAB.

26. Click *FILE*, *UPDATE* in order to save CLIN information you just entered.

CONTRACTS TAB: DO NOT USE.

ADD'L DATA TAB:

27. Use only if you wish to specify Security Clearance information, **otherwise, GO TO Part Two.**

P A R T   T W O: ADDING ATTACHMENTS

NOTE: Attachments that will be part of the award (i.e. Performance Based Work Statements, spreadsheets, tables, specifications, technical exhibits, drawings, CDRLs) must be in **WORD** or **EXCEL** and in formats that are compatible with PD2 (see a. thru f. below).

a. STYLE: Normal
b. FONT: Times New Roman (DO NOT USE BOLD OR ITALICS)
c. FONT SIZE: 10 (or smaller)
d. PAGE SETUP:
   MARGINS: Top = 1", Bottom = 1", Left = 1.25", Right = 1.25", Gutter = 0
   HEADERS/FOOTERS: DO NOT USE

ORIENTATION: PORTRAIT (DO NOT USE LANDSCAPE)
e. PAGE BREAKS: DO NOT USE
f. PAGE NUMBERING: DO NOT NUMBER

(Quotes and justifications (sole source, priority, etc.) must be in WORD or EXCEL, PORTRAIT only, but do not have to comply with a. thru f. above.)

1. In order to attach you must have your purchase request open.

2. From the menu click *FILE, ATTACHMENTS.*

3. In the File Attachments screen click *ADD.*

4. In the *NEW ATTACHMENTS* screen enter a brief name in the *FILENAME* field, and a more detailed description of the file (if necessary) in the *DESCRIPTION* field.

5. Click *SELECT FILE.* This opens Internet Explorer allowing you to select a file for attachment.

6. Click *BROWSE,* find document you want to attach and click *OPEN.* Now that the path for your document is showing in the *BROWSE* area, click *ATTACH.* You should then get a message similar to this: **"Quote for computers.doc" was successfully attached!** Click the "X" in the top right hand corner to close the screen.

7. If you have no more documents to attach, click *CLOSE.*

8. Save, then exit the purchase request.

9. To print your purchase request: Hilite the purchase request, click *PURCHASE REQUEST, VIEW SUMMARY, PRINT HTML REPORT,* either click *FILE, PRINT* or click the print icon.

NOTE: If you have problems printing – in Internet Explorer click *TOOLS, INTERNET OPTIONS.* On the *INTERNET OPTIONS GENERAL* Tab, *TEMPORARY INTERNET FILES,* click *DELETE FILES, OK.*

P A R T T H R E E: ROUTING PURCHASE REQUESTS

---

1. Select the purchase request you want to route.

a. From opened purchase request: click *FILE, ROUTE.*

b. From closed purchase request: Hilite purchase request, click *PURCHASE REQUEST, ROUTE.*

2. Move Users/Groups from left to right using arrows to select your routees. Reminder: In order to select a User or Group you must click the appropriate radio button shown on right side of *VIEW ROUTEES BY.*

N O T E: **DOC GROUP** must be your **FIRST** (after your internal approval(s)) and **LAST** routee. **DCSRM1, 2, 3 OR 4** should be your next to last routee.

3. After you have selected all Users/Groups you want to approve the purchase request, you must route it to the PD2 User (area below *USER* and *ROUTE TO* blocks). Click *Select*, click ***POM PRWeb,*** click *SELECT, OK.* At this point, the PR is assigned to a Contract Specialist to begin the procurement (SEE PART SIX).

NOTE: There is a glitch in PRWeb when searching for a Group. There are more groups than what appear in the box. In order to see the other Groups, hilite the last group visible, then use your down arrow on your keyboard to see other Group selections to choose from.

4. If you have to add someone to your routing list – add them to the bottom of the list and then add DOC GROUP below them. DOC GROUP must always be your last approver before your PR goes on to *POM PRWeb*.

DO NOT CHANGE YOUR ORIGINAL ROUTING – THIS CAUSES MAJOR PROBLEMS IN PRWeb AND YOUR PR MAY GET LOST IN LIMBO AND YOU'LL HAVE TO START ALL OVER.

5. **SPECIAL APPROVALS**: Items listed below require special approvals. You must add these *GROUPS* or *USERS* to your routing list.

-SUPPLIES:
Must be routed thru **SAMUEL DAVIS** (POM PBO).

-COMPUTER/COMPUTER RELATED PRODUCTS:
Must be routed thru **P-DOIM.**

-PERSONNEL REQUIREMENTS (i.e. guest speakers, testers, clowns, lecturers, contract personnel, etc.):
Must be routed thru **P-CPAC**. (please include the persons SSN)

-ACTIONS INVOLVING FOOD/REFRESHMENTS:
Must be routed thru **P-SJA.**

-RE-LOCATION SERVICES: Actions involving re-location services to any new location must have the approval of the Garrison Space Management Team. This approval **must be attached to the PR** – it does not require ROUTING for approval.

6. Members of *GROUPS* are listed below:

Members of **DOC GROUP -** DOC Approvers:
Vivida Torre
Rosanna Charles

Members of **DCSRM1 –** DIRECTOR:
Donald Dwight

Members of **DCSRM2** – REIMBURSABLE FUNDS:

Stephen Sutor

Members of **DCSRM3** – MISSION:
Alberta L. Daniels
Leonie F. Graddy
Gary L. Horn
Barbara Jarvis
Johanna Neal

Members of **DCSRM4** – BASOPS:
Vic Encarnacion
Barbara Fletcher
Ana Fowler
Donna Hanakeawe
Cathy Simon
Stephen Sutor

Members of **P-CPAC** – CPAC Approvers:
Sherry Simmons
Wendy Smith
N.V. Taylan

Members of **P-DOIM –** DOIM Approvers:
Ada Hynes
Mary Ellen Nash
Somsak Pitak
Matthew Taylan
Dana VonDuering

Members of **P-SJA** – SJA Approvers:
Wesley Truscott
Christopher Burgess

P A R T   F O U R: APPROVING PURCHASE REQUESTS

---

1. Log into your PRWeb account.

2. Open your ***INBOX*** to view Purchase Request(s) by clicking on the plus sign to the left of your *INBOX*.

3. Hilite purchase request you want to review. Click *PURCHASE REQUEST, VIEW SUMMARY.* Review purchase request. If you want to print a copy of the purchase request click *PRINT HTML REPORT* then from the menu, either click *FILE, PRINT* or click the print icon. After your review, close the *PURCHASE REQUEST VIEW SUMMARY* screen.

4. You may either approve or reject the purchase request (**DO NOT USE *CONTINGENT***).

a. From opened purchase request: click *FILE, APPROVE.*

b. From closed purchase request: Hilite purchase request, click *PURCHASE REQUEST, APPROVE.*

5. Select type of action (approve or disapprove – **DO NOT SELECT *CONTINGENT***)

6. Enter any comments you may deem necessary. (Normally no comments are entered if approved)

7. Click *OK* to transmit to next approver or return to the originator reflecting rejection of the purchase request.

NOTE: If you reject the purchase request, it will remain in your INBOX until you have approved the purchase request. NO ROUTING IS NEEDED. An email is automatically sent to the originator notifying them of the rejection. Once you approve the rejected purchase request it will leave your INBOX and automatically be sent to the next approver.

P A R T F I V E: FINDING STATUS OF PURCHASE REQUESTS

APPROVAL status - purchase requests **still in PRWeb:**

(Only you as the originator can see your purchase request at all times)

1. Log into PRWeb account.
2. Hilite purchase request you want to check.
3. Click *PURCHASE REQUEST, VIEW APPROVAL HISTORY.*
   (a) *APPROVAL HISTORY* screen displays:
      (i) APPROVER column: Originator first, then all approvers.
      (ii) DATE column: Date purchase request was approved/ rejected.
      (iii) STATUS column: Shows whether the approver approved or rejected your purchase request.
      (iv) COMMENTS column: Shows any comments made by the approver.
   (b) The approver name that does not have date/status/comments data is reflective of where the purchase request is **waiting** on action.

PD2 STATUS - purchase requests **now in PD2:**

1. Log into PRWeb account.
2. Click *PURCHASE REQUEST, PR STATUS REPORT.*
3. Enter your purchase request number (**UPPERCASE**).
   Example: W1EC3G-3274-0010
4. Click in *BEGIN DATE* space and enter a beginning date. Click on calendar icon to obtain a calendar, select date. **DO NOT TYPE IN DATE.**
5. Click in *END DATE* space and enter an end date. Click on calendar icon to obtain a calendar, select date. **DO NOT TYPE IN DATE.**
6. *SEARCH BY* radio button should be *PR No.* Click one of the buttons listed below then click *SEARCH.*
   a. *MY PRs:* PRWeb will only search for purchase requests you have originated.
   b. *PRWeb*: PRWeb will search thru all purchase requests currently in PRWeb.

c. *ALL*: PRWeb will search thru all purchase requests currently in BOTH PRWeb and PD2.

WHEN CONFIRMATION SCREEN APPEARS, CLICK YES TO PROCEED. YOU WILL NOW BE WORKING IN ***QUERY RESULT*** *FIELD.*

d. After search is complete, click "+" sign next to *QUERY RESULT.*
   (1) Hilite purchase request.
   (2) Purchase request data populates on right side.
      (a) Displays *REQUESTER,*
      (b) *PD2 OWNER* (DOC person administering the purchase request), and
      (c) Purchase request information.

e. Click "+" sign next to hilit purchase request.
   (1) Click "+" sign next to *AWARD*.
   (2) Award data populates on right side.
      (a) Displays award information, and
      (b) *ADMINISTERED BY* name which is the name of the Contracting Officer that signed the award.

NOTE: THE DOC PERSON TO CONTACT FOR AWARD QUESTIONS OR CONCERNS IS THE PD2 OWNER (see d.(2) above).

f. Other information is available in the *QUERY RESULT* field. Whenever you see a "+" sign, that means there is additional information available by clicking it.

P A R T S I X: PROCUREMENT ADMINISTRATIVE LEAD TIME (PALT)

---

1. PALT refers to the date a complete and accurate PR, including complete item descriptions, specifications/performance work statements, required approvals, attachments, adequate sole source justification, and any other required documents, are received in DOC to the date of award.

2. Acquisition planning and determination of the required delivery date (RDD) or beginning of performance date should take into consideration: (1) PR processing time (2) Required PALT (3) The contractors required lead time for delivery or performance.

3. The lead times chart (next page) is included for planning purposes only. Average lead time ranges are expressed in calendar days and **BEGIN** on the day a **complete** and **accurate** requirement package is received by DOC. Whether or not these lead times can be achieved for an individual procurement action is dependent upon the complexity of work and the volume of workload by the supporting contracting team. As the complexity and/or volume of work increases, the probability of meeting the lead times decreases. Remember, target dates must be realistic and allow sufficient time for completion of all procurement actions required by statute or regulation. Early coordination with your contract specialist on individual actions is encouraged and will

result in a better understanding of the specific lead time associated with your individual action.

Type of Procurement	Dollar Value	Lead Time
Simplified Acquisition	$2.5-$25K $25K-$100K	5-30 days 30-60 days
Orders against existing priced contract vehicles (IDIQ, GSA, etc.)	Any value	15-45 days
8(a) Procurements	< $3M > $3M	60-90 days 60-120 days
Large Negotiated Contracts	<$1M >$1M	120-240 days 180-360 days
Modifications to Existing Contracts (Depending on Complexity)	Any Value	5-60 days

---

P A R T   S E V E N: REMINDERS

---

1. SAVE OFTEN.

2. **DO NOT** use the feature - Contact the Helpdesk.

3. Use your **government purchase card** for purchases up to $2,500.00.

4. If you want your action to be paid for by **government check** thru DOC, **DO NOT** process a purchase request thru PRWeb. Call your DCSRM representative for instructions.

5. You can cut/paste by following these instructions:
Go into your Internet Explorer browser; go to Tools, then Internet Options. In your Internet Options Advanced Tab, scroll down to the Microsoft VM category and click "Java Logging Enabled". By doing this, you will now be able to copy using the CTRL-C shortcut and paste using the CTRL-V shortcut.

6. Supplemental funding of a purchase request will be handled via email from DRM to DOC.

7. You **ALWAYS** have access to your purchase request thru your folders.

   DRAFTS folder: Your purchase request remains here until you route it to approvers. Once routed, it then goes into your OUTBOX folder.

OUTBOX folder: Your purchase request remains in this folder while it travels thru all your approvers. Once all approvers have approved it and DOC Group approves it, it goes into PD2. (PD2 is DOC's software used to award contracts, orders, modifications, etc.)

ARCHIVE folder: Your purchase request goes into this folder which reflects all purchase requests that made it thru the PRWeb approval process and entered PD2.

8. If you receive a REJECTED purchase request. Look at the information in the VIEW APPROVAL HISTORY area to see what corrections are needed or who to call. Once you have corrected your purchase request, either call the Rejecter or email them and **let them know you have made corrections.** NO ADDITIONAL ROUTING IS REQUIRED.

9. OPTION YEAR PURCHASE REQUESTS:

a. Exercise Option Year: In the Comments field of the purchase request enter a statement similar to the following example:

This PR is to exercise Option Year 1 (or 2, 3, etc.). Services are still required and the Contractor is Performing IAW contract DABT67-99-D-0010.

NOTE: DO NOT ENTER DESCRIPTION/EXTENDED DESCRIPTION. ONLY ENTER CLIN NUMBERS.

b. New contract with Option year(s): Only put CLINs for the Base year. In the Comments field enter a statement similar to:

Request contract set-up with 4 Option periods (or 3, 2, etc.).

10. REQUIREMENTS TYPE CONTRACT – DELIVERY ORDER PURCHASE REQUEST: If your purchase request is to issue a delivery order against a requirements type contract, annotate the contract number in the Comments field and **do not enter description/extended description in CLINs – only enter CLIN numbers.**